



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

MAY 15 1998

MEMORANDUM FOR Administrative Directors and
Officers (See Attached List)

FROM: Hugh L. Brennan
Director
Office of Administrative Services

SUBJECT: Transfer of Excess Computers to Schools
and Eligible Nonprofit Organizations

Attached please find the Department of Commerce's (DOC) revised policy and procedures to comply with President Clinton's Executive Order (EO) 12999, Educational Technology: Ensuring Opportunity for All Children in the Next Century. The purpose of the Executive Order is to encourage Federal agencies to transfer excess computer equipment to schools and eligible nonprofit organizations.

Each addressee is requested to identify an individual within their bureau who will serve as the coordinator for the direct transfer of excess computer equipment and who will serve as the point of contact for this program. This individual will be assigned a personal identification number in order to obtain access on the new Computers for Learning Website and be responsible for tracking all appropriate excess computer equipment directly transferred to schools and nonprofit organizations.

Janet Adkins of my staff has been designated as the Department's excess property coordinator and chief liaison for managing compliance of the Executive Order and assignment of personal identification numbers for the Website. The name of the individual you have identified to serve as your bureau's coordinator for this effort should be forwarded to Ms. Adkins in Room 1040, HCHB.

Changes prompted by this new policy will be incorporated into future revision of the DOC Personal Property Management Manual. Please contact Ms. Adkins at (202) 482-0889 with any questions.

Attachments

cc: Linda Bilmes, ADMIN
Barbara Fredericks, OIG